

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

OFFICE ASSISTANT - 30010

Monthly Salary Range: \$2193 - \$2887

<u>Option 1 - General</u>	<u>Option S1 - Spanish Speaking (General)</u>
<u>Option 2 - Typing</u>	<u>Option S2 - Spanish Speaking (Typing)</u>
<u>Option 3 - Dictation</u>	<u>Option S3 - Spanish Speaking (Dictation)</u>
<u>Option 5 - Mail & Messenger</u>	<u>Option S5- Spanish Speaking (Mail & Messenger)</u>
<u>Option MC1-Manual Communication Skills (General)</u>	<u>Option AR2 – Arabic Speaking (Typing)</u>
<u>Option MC2-Manual Communication Skills (Typing)</u>	<u>Option BR1 – Braille (General)</u>
<u>Option MC3-Manual Communication Skills (Dictation)</u>	
<u>Option MC5-Manual Communication Skills (Mail & Messenger)</u>	

Select options of your choice.

General duties: An Office Assistant performs a variety of difficult and responsible office support functions such as providing clerical information and assistance, filing, typing, record processing, secretarial and general office duties; exercises some choice in procedures and independent action in the disposition of routine matters or in personal contact with others to give non-technical information; work performed at this level is controlled by established methods and procedures but requires some independent judgment in preliminary assembly, formatting and editorial efforts; receives, transports by automobile and delivers agency payroll warrants, mail, pharmaceutical products or similar materials of significant value; maintains logs and records receipt, delivery times, and dates of materials.

Desirable training and experience: Completion of high school, plus one year of related office experience; or equivalent training and experience.

SPECIAL REQUIREMENT: Some positions may require possession of an appropriate valid driver's license. (Agency checks)

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

Test and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, 3, AR2, S2, S3, MC2 and MC3 the candidate must demonstrate ability to type from copy at a minimum net rate of 35 words per minute. Options 3, S3 and MC3 also require that the candidate demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Knowledges tested for Options 1, 2, 3, AR2, BR1, S1, S2, S3, MC1, MC2, and MC3: Reading Comprehension; Alphabetical Filing; Numeric & Alphanumeric Filing; English Usage; Mathematics; Interpersonal Skills.

Knowledges tested for Option 5, S5 and MC5: Alphabetical Filing; Defensive Driving; Name and Number Checking; Written Instructions.

Equipment for Performance test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option AR2 – Arabic Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Arabic and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Option BR1 -- Braille: At the time of the job interview, the eligible will be required to exhibit the ability to read and interpret Braille. Failure to exhibit this ability will result in disqualification for these options.

Option MC1, MC2, MC3, MC5 -- Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Options S1, S2, S3 and S5 -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Adams, Brown, Clinton, Cook-zone 1 (SS), Cook-zone 2 (SS), Cook-zone 3 (SS), Cook-zone 4 (SS), Cook-zone 5 (SS), DuPage (SS), Fulton, Jefferson, Johnson, Kane (SS), Kankakee (SS), Knox, Lake (SS), La Salle, Livingston, Logan, Madison, Morgan (BR) (MC), Randolph, St. Clair, Saline, Sangamon (SS), Shelby, Will (SS), Winnebago (SS).

Counties in which Option 2 positions are established: Adams, Alexander, Bond, Boone (SS), Brown, Carroll, Champaign, Christian, Clay, Clinton, Coles, Cook-zone 1 (AR) (SS), Cook-zone 2 (AR) (SS), Cook-zone 3 (AR) (SS), Cook-zone 4 (AR) (SS), Cook-zone 5 (AR) (SS), Crawford, DeKalb (SS), DuPage (SS), Edgar, Effingham, Fayette, Ford, Franklin, Fulton, Hamilton, Henry, Jackson, Jasper, Jefferson, Jo Daviess, Johnson, Kane (SS), Kankakee (SS), Kendall, Knox, Lake (SS), La Salle, Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marion, Mason, Massac, McDonough, McHenry (SS), McLean, Mercer, Montgomery, Morgan (MC), Ogle, Peoria (SS), Perry, Pike, Pulaski, Randolph, Rock Island (SS), St. Clair, Saline, Sangamon (SS), Schuyler, Shelby, Stephenson, Tazewell, Union, Vermilion, Warren, Wayne, White, Whiteside, Will (SS), Williamson, Winnebago (SS).

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Counties in which Option 3 positions are established: Cook-zone 1 (SS), Cook-zone 2 (SS), Cook-zone 3 (SS), Cook-zone 4 (SS), Cook-zone 5 (SS), Randolph.

Counties in which Option 5 positions are established: Carroll, Cook (SS), Sangamon (SS).

(AR) Indicates Arabic Option is also established in that county.

(BR) Indicates Braille Option is also established in that county.

(MC) Indicates Manual Communication Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

AN EQUAL OPPORTUNITY EMPLOYER

2-3-03 K opt 1, 11-25-96 K opt 5,
Salary (RC-014-06) 7-1-06,
5-1-98 (MC Options),
Counties Updated 9-14-05,
Option BR1 & AR2 Added 10-27-04